



*Fleet & Industrial Supply Center
Norfolk*

Defense Property Accountability System (DPAS)

Automated Inventory

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Navy PP&E Management Support Team

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Ready. Resourceful. Responsive!



Fleet & Industrial Supply Center *Norfolk* *Agenda*

- Automated versus Manual Inventory
- Generate Inventory (Types)
- PDCD Manager
- Inventory Reconciliation
- Update Inventory Data
- Manage Inventories



Fleet & Industrial Supply Center Norfolk Comparison

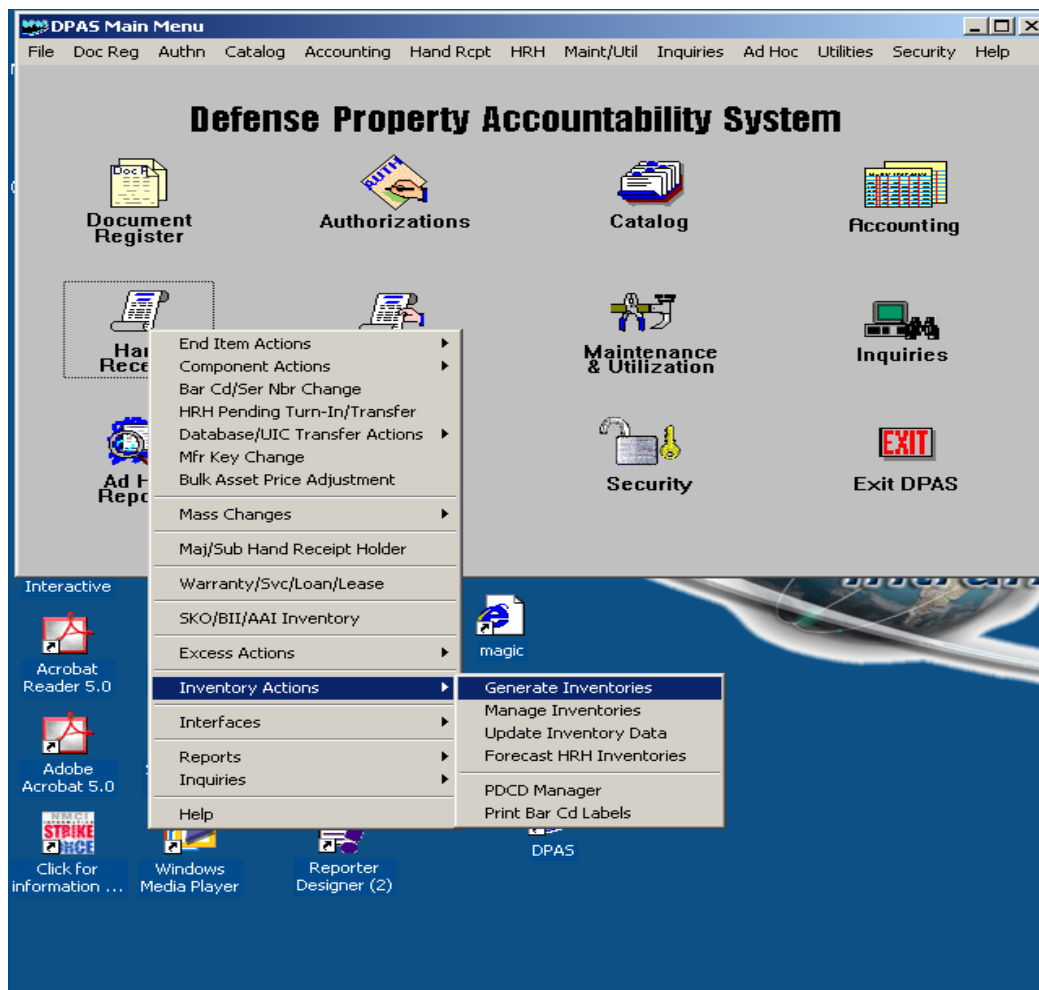
- Automated Inventory
 - Automated Reconciliation Report lists overages, shortages, Suspected loss updates, and reconciled assets
 - Immediate Identification of assets not inventoried
 - Addition of Non Bar coded assets
 - Physical inventory process is faster
 - Reduces manpower
 - Automates shortage tracking via Suspected Loss Updates
 - Provides Exception Codes for resolution of Overages
 - Final Reconciliation report reflects corrections made for audit purposes
- Manual Inventory
 - No detailed Reconciliation Report
 - Manual processing necessary to identify discrepancies
 - Subject to error
 - Physical inventory process is slower.
 - Manpower intensive
 - Shortages must be classified one at a time
 - Overage resolution is a manual effort



NAVAL SUPPLY SYSTEMS COMMAND

Fleet & Industrial Supply Center Norfolk

Generate an Inventory





NAVAL SUPPLY SYSTEMS COMMAND

Fleet & Industrial Supply Center Norfolk

Generate an Inventory (cont)

Defense Property Accountability System

Document Register

Hand Receipt

Ad Hoc Reports

1

Generate Inventories

Inv Type

- ☒ HRH
- ☐ Authorization
- ☐ Sensitive
- ☐ Cryptographic
- ☐ Location
- ☐ Cyclic

Actions

- ☒ Initialize Inventory and Generate Report
- ☐ Initialize Inventory
- ☐ Generate Report

Generate

- ☒ On-line
- ☐ Batch

UIC Options

- ☐ Actbl:
- ☒ Specific: UIC

2

3

OK Clear Exit

Start | Taskbar | 12:05 PM



NAVAL SUPPLY SYSTEMS COMMAND

Fleet & Industrial Supply Center Norfolk

Generate an Inventory (cont)

DPAS Main Menu

File Doc Reg Authn Catalog Accounting Hand Rpt HRH Maint/Util Inquiries Ad Hoc Utilities Security Help

Defense Property Accountability System

Document Register
Hand Receipt
Ad Hoc Reports

Interactive Player
Acrobat Reader 5.0 RealPlayer Basic
Adobe Acrobat 5.0 Shortcut to Netscape
Click for information ... Windows Media Player
Reporter Designer (2)

Generate Inventories

Inv Type

- ☒ HRH
- ☐ Authorization
- ☐ Sensitive
- ☐ Cryptographi
- ☐ Location
- ☐ Cyclic

Generate

- ☒ On-line
- ☐ Batch

Generate Hand Receipt Inventory

Key Data

UIC: DUMMY2

Actions: Init Inv and Gnr Rpt
Generate: On-line

Sort Sequence

- ☒ Bar Code
- ☐ Location
- ☐ Stock Nbr
- ☐ Nomenclature
- ☐ LIN

Report Annexes

- ☐ Sub-Hand Receipt (s)
- ☐ SKO/BII/AAI Hand Receipt
- ☐ SKO/BII/AAI Excess/Shortage

Options

- ☐ HRH Range
- ☐ Include Sub-Hand Receipt (s)
- ☐ Expanded Report

HRH Nbr: PDCD 1

Sched Cmpltn Dt: 20030814 Next Inv Due Dt: 20040813

Info Submit Cancel Exit

1

2

3



NAVAL SUPPLY SYSTEMS COMMAND

Fleet & Industrial Supply Center Norfolk PDCD Manager





NAVAL SUPPLY SYSTEMS COMMAND

Fleet & Industrial Supply Center Norfolk

PDCD Manager (cont)

Defense Property Accountability System

PDCD Manager

- Select/Change PDCD Type
- Select/Change Comm Port
- Select/Change Mode
- Set DPAS Update Mode
- Process Held Transactions
- Download PDCD Program
- Open Socket
- Close Socket
- Show Host Info
- Show Socket Info
- Select/Change Wireless TCP/IP Port
- Send Message to PDCD

Select the make and model of the PDCD being used

Select the Comm Port to connect to the PDCD

Downloads the DPAS program to the PDCD. Procedures vary by type of PDCD used

Only required on initial set up!

07/30/03 10:46:47 Records Rcv:0 Processed:0 DPAS Update: Real-time

DPAS

Reporter Designer (2)

Start | Inboxes - Mic... | Major Claim... | Microsoft P... | DPAS Main ... | PDCD Man...

10:46 AM



NAVAL SUPPLY SYSTEMS COMMAND

Fleet & Industrial Supply Center Norfolk

PDCD Manager (cont)

Select this to create a File and Export Inventory List Number to the PDCD

Intermec 2415

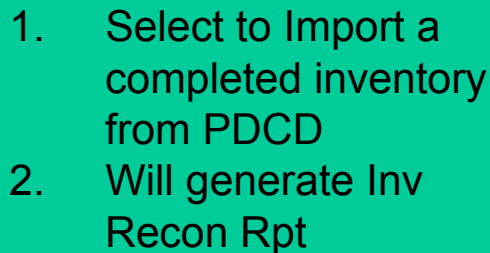
- 1200 records with Asset and Inv List Nbr Info
- 2250 records with just Inv List Nbr Info

Displays all scanned assets that exist and were accounted for during inventory

OK Exit



PDCD Manager (cont)





NAVAL SUPPLY SYSTEMS COMMAND

Fleet & Industrial Supply Center Norfolk

PDCD Manager (Cont)

The screenshot shows the PDCD Manager application window. The title bar reads "PDCD Manager". The menu bar includes "File", "Commands", "RFID", and "Help". The toolbar contains icons for file operations and a handheld device. The main text area displays a log of transactions:

```
<08/07/03 09:03:13> Upload Procedure Successful  
<08/07/03 09:03:27> Attempting DB Connection to: TRN-NAVY  
<08/07/03 09:03:27> Database Connection Established  
<08/07/03 09:03:27> Inventory Item : DUMY210019: User ID BOONE  
<08/07/03 09:03:31> Inventory Item : DUMY210031: User ID BOONE  
<08/07/03 09:03:32> Inventory Item : DUMY210030: User ID BOONE  
<08/07/03 09:03:34> Inventory Item : DUMY210029: User ID BOONE  
<08/07/03 09:03:36> Inventory Item : DUMY210028: User ID BOONE  
<08/07/03 09:03:37> Inventory Item : DUMY210010: User ID BOONE  
<08/07/03 09:03:39> Inventory Item : DUMY210006: User ID BOONE  
<08/07/03 09:03:40> Inventory Item : DUMY210005: User ID BOONE  
<08/07/03 09:03:42> Inventory Item : DUMY210004: User ID BOONE  
<08/07/03 09:03:43> Inventory Item : DUMY210016: User ID BOONE  
<08/07/03 09:03:46> Complete Inventory: 03219DUMMY20001: User ID BOONE  
<08/07/03 09:03:46> Attempting DB Connection to: Excess  
<08/07/03 09:03:46> Database Connection Established  
<08/07/03 09:03:48> Transactions Processed :11
```

The status bar at the bottom of the window shows: "08/07/03 09:04:37", "Records Rcv:11", "Processed:11", and "DPAS Update: Real-time".

A green callout box points to the transaction log with the text: "Once inventory is exported from the PDCD, print the Inventory Reconciliation Report".

The desktop background is blue. The taskbar at the bottom shows the Start button and several open applications: "Inbox - Micro...", "Microsoft Powe...", "DPAS Main Menu", and "PDCD Manager". The system clock in the bottom right corner shows "9:04 AM".

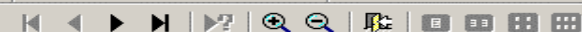


Fleet & Industrial Supply Center Norfolk Reconciliation Report

NAVAL SUPPLY SYSTEMS COMMAND

EUREKA:Reporter Viewer - [Recon Report .iqo]

File Edit View Tools Window Help



REPORT: DPTD281R
ACTEL UIC: DUMMY1
UIC/ACTIVITY: DUMMY2 0018
ACTIVITY NAME: DPAS OFFICE
HRH NBR: PDCD 2

DEFENSE PROPERTY ACCOUNTABILITY SYSTEM
HAND RECEIPT INVENTORY RECONCILIATION REPORT

DATE: 20030729 TIME: 15:15 PAGE: 1

INV LIST NBR: 03210DUMMY20003
SCHED CMPLT DT: 20030812

PART I - SUMMARY

	END ITEM QTY	COMPONENT QTY	TOTAL QTY
OVERAGES (PART II)	00000	00000	000000
SHORTAGES (PART III)	00001	00000	000001
SUSPECTED LOSS UPDATES (PART IV)	00003	00000	000003
SUB HRH TRANSFERS PROCESSED (PART V)	00000	00000	000000
SUB HRH TRANSFERS FAILED (PART V)	00000	00000	000000
RELOCATED ASSETS (PART VI)	00003	00000	000003
RECONCILED ASSETS (PART VII)	00010	00000	000010
RESOLVED EXCEPTIONS (PART VIII)	00000	00000	000000

PART II - OVERAGES

NO RECORDS

PART III - SHORTAGES

BAR CD	STK NBR	SER NBR	NOMEN	LIN	CIIC	OTH	SPC	WPM	DESCRIPTION	
LOC		SUB LOC	RCL DT	UIC	HRH NBR		BULK QTY	SUS LOSS	CMFN	
INV LOC		INV SUB LOC	INV DT	INV UIC	INV HRH NBR		INV QTY	INP TYP	INV USER ID	INV RFID-TAG
EXCEPT CD	EXCEPT DESCRIPTION									

DUMMY212345	492000F002378	246	TESTER		U					
117			20030729 DUMMY2	PDCD	2		00000			
116			20030729 DUMMY2	PDCD	1		00001	0	TB000E	
SM	SHORTAGE MISSED ASSET									

PART IV - SUSPECTED LOSS UPDATES

Ready

Pg: 1 of 1

NUM

Start | Microsoft PowerPoint - [1... | EUREKA:Reporter View...

11:48 AM

- Reconciliation Phase

- DPAS creates Inventory Reconciliation Report
- Report comprised of **Eight** sections
 - ✓ Part I: SUMMARY
 - ✓ Part II: OVERAGES
 - ✓ PART III: SHORTAGES
 - ✓ PART IV: SUSPECTED LOSS UPDATES
 - ✓ Part V: SUB HRH TRANSFERS (Not used by Navy)
 - ✓ Part VI: RELOCATED ASSETS (Not used by Navy)
 - ✓ PART VII: RECONCILED ASSETS (Optional)
 - ✓ PART VIII: RESOLVED EXCEPTIONS
- Reconciliation process is the same as in the Manual Inventory Reconciliation

- When the scanned inventory is exported to DPAS specific exception codes for each type inventory discrepancy are created
- Inventory Exception Codes aid the PPM in determining potential corrective action required
 - ✓ **Overages**
 - **OD: Overage Not in DPAS** - Receipt procedures need improvement
 - **OU: Overage Uninitialized** - Item scanned but not on the inventory. Asset in wrong location
 - **ON: Overage Non Labeled Asset** - Item manually keyed into PD CD
 - ✓ **Shortages**
 - **SM: Shortage Missed** - Not inventoried or incorrect location entered into the scanner
 - **SL: Shortage Location** - PD CD location not in DPAS location table

- Update Inventory Data is used to:
 - ✓ Reconcile Manual and Automated Inventories
 - Correct an inventory exception for a single asset - by Bar Code
 - Correct inventory exceptions for an Inventory List Number
 - Will display all inventory exception codes for correction
- The following screens display this process



NAVAL SUPPLY SYSTEMS COMMAND

Fleet & Industrial Supply Center Norfolk

Update Inventory Data (cont)

DPAS Main Menu

File Doc Reg Authn Catalog Accounting Hand Rcpt HRH Maint/Util Inquiries Ad Hoc Utilities Security Help

Defense Property Accountability System

Document Register Authorizations Catalog Accounting

Maintenance & Utilization Inquiries

Security Exit DPAS

End Item Actions
Component Actions
Bar Cd/Ser Nbr Change
HRH Pending Turn-In/Transfer
Database/UIC Transfer Actions
Mfr Key Change
Bulk Asset Price Adjustment
Mass Changes
Maj/Sub Hand Receipt Holder
Warranty/Svc/Loan/Lease
SKO/BII/AAI Inventory
Excess Actions
Inventory Actions
Interfaces
Reports
Inquiries
Help

Generate Inventories
Manage Inventories
Update Inventory Data
Forecast HRH Inventories
PDCD Manager
Print Bar Cd Labels

Start | Inbox - Micros... | Magic TSD (BO... | Major Claiman... | Microsoft Pow... | DPAS Main M... | 10:31 AM



NAVAL SUPPLY SYSTEMS COMMAND

Fleet & Industrial Supply Center Norfolk

Update Inventory Data (cont)

Update Inventory Data

Key Data

Bar Cd: Inv List Nbr:

Key Data

Selection

☐ by Asset
☐ Bulk Asset
☒ **Inv List Nbr**

Bar Cd: Stock Nbr: Serial Nbr: Inv List Nbr: Inv Except Cd: -A11

Resolution Cd:

Inventory Listing

Inv List Nbr	Actbl UIC	UIC	Hrh Mjr	Inv Hrh Sub	Inv Typ Cd	Inv Prc Cd
03210DUMMY20003	DUMMY1	DUMMY2	PDCD	2	HR	OU
03210DUMMY20005	DUMMY1	DUMMY2	PDCD	1	HR	OI

OU - Automated Inventory

OI - Manual Inventory

OK



NAVAL SUPPLY SYSTEMS COMMAND

Fleet & Industrial Supply Center Norfolk

Update Inventory Data (cont)

Update Inventory Data

Key Data

Bar Cd: Inv List Nbr:

Serial Nbr: Except Cd:

Stock Nbr: Inv Desc:

Qty: Inv Qty:

Loc: Inv Loc:

Sub Loc: Inv Sub Loc:

RFID Tag

Last Rcl I

Rcl User

Suspected

Resolution

Unreconciled Assets

Key Data

Inv List Nbr: 03210DUMMY20003

Stock Nbr	Serial Nbr	Bar Cd	Susp Loss	Inv Except Cd
492000F002378	246	DUMMY212345		SM

OK Cancel

DP

Only one inventory
exception code exists
for this Inventory- SM
(Shortage Missed)



NAVAL SUPPLY SYSTEMS COMMAND

Fleet & Industrial Supply Center Norfolk

Update Inventory Data (cont)

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Interactive Player
Acrobat Reader 5.0
RealPlayer Basic
Adobe Acrobat 5.0
Shortcuts Netscape
Click for information ...
Windows Media Player
Reporter Designer (2)
DPAS

Update Inventory Data

Key Data

Bar Cd: DUMY212345	Inv List Nbr: 03210DUMMY20003
Serial Nbr: 246	Except Cd: SM Shortage Missed Asset
Stock Nbr: 492000F002378	Inv Desc:

Qty: 00001	Inv Qty: 1
Loc: 117	Inv Loc: 116
Sub Loc:	Inv Sub Loc:
RFID Tag:	Inv RFID Tag:
Last Rcl Dt: 20030729	Last Inv Dt: 20030729
Rcl User Id: TB00NE	Inv User Id: TB00NE

Suspected Loss Cd: -N/A

Resolution Cd: -N/A
S - Suspected Loss
I - Internal Investigation

Save Cancel Exit

1 2 3 4 5

Update Shortage Missed:

1. Suspected Loss Code
2. Inventory Location
3. Last Inventory Date
4. Inventory User ID
5. Save transaction

The Inventory List will close to CR (Closed Reconcile) When you correct the last discrepancy



Fleet & Industrial Supply Center

Norfolk

Manage Inventories

- **Manage Inventories**

- ✓ All open inventories are listed
- ✓ Inventory Process Codes indicate the status of any open inventory
 - **IE:** Initialize Execute Inventory initializing/creating inventory list number
 - **CN:** Closed no assets
 - **OI:** Open Initialized
 - **OD:** Open Downloaded
 - **OP:** Open Processing (Not displayed, indicates reconciliation in process)
 - **OS:** Open Scanner (wireless only)
 - **OU:** Open Unreconciled
 - **CS:** Closed Scanner. Perfect Inventory
 - **CR:** Closed Reconciled. Inventory is completed
 - **CM:** Closed Mass. Inventory closed
 - **CC:** Closed Cancelled. Inventory cancelled



NAVAL SUPPLY SYSTEMS COMMAND

Fleet & Industrial Supply Center Norfolk

Manage Inventories (cont)

DPAS Main Menu

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Maintenance & Utilization Inquiries

Security Exit DPAS

Interactive Acrobat Reader 5.0 Adobe Acrobat 5.0 Click for information ... Windows Media Player Reporter Designer (2) DPAS

Inventory Actions

- End Item Actions
- Component Actions
- Bar Cd/Ser Nbr Change
- HRH Pending Turn-In/Transfer
- Database/UIC Transfer Actions
- Mfr Key Change
- Bulk Asset Price Adjustment
- Mass Changes
- Maj/Sub Hand Receipt Holder
- Warranty/Svc/Loan/Lease
- SKO/BII/AAI Inventory
- Excess Actions
- Inventory Actions**
- Interfaces
- Reports
- Inquiries
- Help

- Generate Inventories
- Manage Inventories**
- Update Inventory Data
- Forecast HRH Inventories
- PDCD Manager
- Print Bar Cd Labels

Start | Inbox - Microsoft O... | Major Claimant Conf... | Microsoft PowerPoin... | DPAS Main Menu | 12:16 PM



NAVAL SUPPLY SYSTEMS COMMAND

Fleet & Industrial Supply Center Norfolk

Manage Inventories (cont)

The screenshot shows the 'Manage Inventories' application window. The 'Selection Criteria' section includes fields for UIC, HRH Nbr, Sched Cmpltn Dt, Inv List Nbr, Inv Type Cd, and Inv Process Cd. The 'Key Data' section has a tabbed interface with 'Inv Type' and 'Options'. The 'Inv Type' section has radio buttons for All, HRH, Authorization, Sensitive, Cryptographic, Location, and Cyclic. The 'Options' section has dropdown menus for Inv Process Cd and Sched Cmpltn Dt, and text boxes for UIC, HRH Nbr, Inv List Nbr, and Loc. The 'Inv Process Cd' dropdown is open, showing a list of codes: *-All, 0*-All Open Inventories, C*-All Closed Inventories, *-All, CC-Closed Cancelled, and CM-Closed Mass Update. The 'All' option is selected. The 'UIC' field is empty. The 'HRH Nbr' field is empty. The 'Inv List Nbr' field is empty. The 'Loc' field is empty. The 'OK', 'Clear', and 'Exit' buttons are at the bottom. A green box with the text 'Filter by adding a specific UIC' has an arrow pointing to the 'UIC' field. A green box with the text 'Choose "ALL" to Show the status of All Inventory Process Codes' has an arrow pointing to the 'Inv Process Cd' dropdown. A green box with the number '1' is in the bottom right corner. A green box with the number '2' is in the bottom left corner. A green box with the number '3' is in the bottom center.

Selection Criteria

UIC: Inv List Nbr:

HRH Nbr: Inv Type Cd:

Sched Cmpltn Dt: Inv Process Cd:

Key Data

Inv Type

All

HRH

Authorization

Sensitive

Cryptographic

Location

Cyclic

Options

Inv Process Cd: *-All

Sched Cmpltn Dt: 0*-All Open Inventories

UIC: C*-All Closed Inventories

HRH Nbr: *-All

Inv List Nbr: CC-Closed Cancelled

Loc: CM-Closed Mass Update

OK Clear Exit

Filter by adding a specific UIC

Choose "ALL" to Show the status of All Inventory Process Codes

1

2

3



NAVAL SUPPLY SYSTEMS COMMAND

Fleet & Industrial Supply Center Norfolk

Manage Inventories (cont)

DPAS Main Menu

File Doc Reg Authn Catalog Accounting Hand Rcpt HRH Maint/Util Inquiries Ad Hoc Utilities Security Help

Defense Property Accountability System

Manage Inventories

Selection Criteria

UIC: Inv List Nbr:
HRH Nbr: Inv Type Cd:
Sched Cmpltn Dt: Inv Process Cd: *

Inv Prc Cd	Inv List Nbr	UIC	HRH Nbr	Inv Typ Cd	Sched Cplt Dt
OD	03188DUMMY40001	DUMMY4	HG0001	HR	20030721
CR	03199DUMMY20001	DUMMY2	PDCD 1	HR	20030801
CH	03210DUMMY20001	DUMMY2	PDCD 2	HR	20030812
CC	03210DUMMY20002	DUMMY2	CRYPTO	HR	20030812
OU	03210DUMMY20003	DUMMY2	PDCD 2	HR	20030812
CN	03210DUMMY20004	DUMMY2	DUMMY1 TTT	HR	20030812
OI	03210DUMMY20005	DUMMY2	PDCD 1	HR	20030812

Refresh Cancel Exit

Upd Sch Cplt Dt
Gnr Inv List
View Unrcl
Gnr Rcl Rpt
Close Inv
Cancel Inv
Delete Inv

Manage Inventories displays the status of ALL inventories for a UIC

View Unrcl displays all Inventory Exception Codes for a given inventory

- How can I use Manage Inventories?
 - ✓ Identify/verify inventory status
 - **OI - Open Initialized:** Inventory in work
 - **OD - Open Downloaded:** Automated inventory in work
 - **OU - Open Unreconciled:** Inventory count complete not reconciled
 - **CS - Closed scanner:** Perfect inventory no discrepancies
 - **CR - Closed Reconciled:** Inventory complete all discrepancies reconciled
 - **CM - Closed Mass:** Closes inventory regardless of discrepancy reconciliation
 - **CC - Closed Cancelled:** Inventory cancelled no assets data updated
 - ✓ Can be used to support decisions for extensions to Inventory Due Dates



Fleet & Industrial Supply Center Norfolk

Manage Inventories (cont)

- Click the “hot” button “**View Unrcl**” to identify the “types and volume” of inventory discrepancies in a specified inventory
- Inventory Exception Codes are automatically generated for each record with a discrepancy
 - ✓ **OD: Overage Not in DPAS** - Receipt procedures need improvement
 - ✓ **OU: Overage Uninitialized** - Item scanned but not on the inventory. Asset in wrong location
 - ✓ **ON: Overage Non Labeled Asset** - Item manually keyed into PD CD
 - ✓ **SM: Shortage Missed** - Not inventoried or incorrect location entered into the scanner
 - ✓ **SL: Shortage Location** – PD CD location not in DPAS location table

Summary:

- Automated versus Manual Inventory
- Generate Inventory (Types)
- PDCD Manager
- Inventory Reconciliation
- Update Inventory Data
- Manage Inventories